

**Request for Information Conference Notes  
HTH 501-11: Psychological Evaluation Services  
August 30, 2013**

The Request for Information (RFI) on Psychological Evaluation Services was held on Friday, August 30, 2013. The Department of Health, Developmental Disabilities Division (DOH-DDD) is required to provide a copy of the notes to individuals who participated on the RFI conference call. The notes however, will additionally be available to anyone upon request.

The Request for Proposals (RFP) will be posted shortly and will incorporate the notes below regarding the insurance coverage required. Please note the answers below in red are from our Office of Risk Management. When contracting with the STATE OF HAWAII, vendors are required to obtain and maintain insurance coverage throughout the contract period.

The meeting began at 9:02 a.m. and ended at 9:20 a.m. The conference line was open until 9:30 a.m. after which no other calls were received, so the conference ended. There were two (2) participants. In attendance for the DOH-DDD were Jean Luka and Kirkland Ching, Contracts and Resource Development Section. The following items below were discussed at the RFI conference:

1. The reason for the re-solicitation of the Request for Proposal (RFP) - the RFP issued in February 2013 failed to list the required General, Automobile and Professional Liability coverage that is required for all vendors contracting with the STATE OF HAWAII.
2. The Scope of Work was reviewed along with the new material that will be included in the RFP, specifically the General, Automobile and Professional Liability coverage.
3. There were questions from attendees regarding the verbiage required by the STATE in regards to general liability (GL) and automobile liability insurance coverage.

- a. **Why are the clauses below necessary to be added on the certificate of insurance for GL and automobile liability coverage and what do they mean?**

The below verbiage is required by our Administrative Services Office for GL and automobile liability coverage for successful vendors who will contract with the STATE.

**Each insurance policy required by this Contract shall contain the following clauses:**

**"It is agreed that any insurance maintained by the State of Hawaii will apply in excess of, and not contribute with, insurance provided by this policy."**

This means that the psychologist's or vendor's insurance policy will be used first before the State's insurance policies.\*

The general liability and automobile liability insurance policies required by this Contract shall contain the following clause:

"The State of Hawaii and its officers and employees are additional insured with respect to operations performed for the State of Hawaii."

On the psychologist's or vendor's insurance policies, the insurance company will list the State of Hawaii as an additional insured, whereby, the psychologist's or vendor's GL and Auto policy will handle the claims filed against the State and pay for attorney's to defend the State when a lawsuit is filed. \*

The certificate of insurance shall indicate these provisions are included in the policy.

- b. Can vendors use home owner's general liability coverage for GL coverage? Please clarify.

Any insurance company that will absent business liability coverage, we will take a homeowner's policy but it will have to be confirmed that his/her personal homeowner's insurance will cover him/her for business reasons. \*

- c. How can an umbrella policy be used for general, auto, and professional liability coverage?

If the GL and automobile liability is \$500,000 but we require a \$1,000,000 then the umbrella with \$500,000 will be added to the GL \$500,000 and bring it up to \$1,000,000 (added together), then the umbrella coverage will meet the \$1,000,000 required by the State. \*

Do you know how an umbrella policy would work?

The umbrella policy sits over the GL and Automobile liability (Auto) and Workers Compensation (WC). So if any of these policies are short of our requirement, the umbrella limit will be added to the GL/Auto/WC limits. You will have to check with the umbrella policy to make sure if it will also cover the professional liability policy.....most times it won't but you need to confirm if it does or not. \*

\* Answers from the Office of Risk Management